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GOVERNOR

STATE OF NEW JERSEY
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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August 31, 2015

NOTICE OF JOB VACANCY
#15-173

A competitive opportunity currently exists in the classified service with the Department of Law and Public Safety within the Office of the Attorney General, Information Technology section, for permanent State employees in the competitive division who meet the minimum requirements set forth below:

TITLE: Technical Assistant, Management Information Systems

SALARY: \$36,158.13 - \$50,644.71

LOCATION: Office of the Attorney General
Information Technology
Richard J. Hughes Justice Complex
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under supervision assigned to a program or operation unit having responsibility for a specific, existing information processing system operation, performs technical functions in support of management information systems used to process varied types of financial, program, or other information unique to the unit; operates computer terminal or PC for information processing installs, utilizes, maintains, and troubleshoots information processing systems and system software; organizes, inputs, processes, and outputs source materials, raw data, and processed data; sets up and maintains data bases and software files; performs file maintenance; provides technical information/assistance to other system users; does other related duties.

REQUIREMENTS

EDUCATION: Completion of sixty (60) semester hour credits from an accredited college or university.

EXPERIENCE: Two (2) years of experience in the gathering, retrieval, maintenance, compilation, and distribution of technical information in a public or private organization may be substituted for the above education requirement.

NOTE: Twenty-four (24) semester hour credits in data processing from an accredited college or university may be substituted for up to two (2) years of the required education and/or experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

HOW TO APPLY: If you are interested in the above position, please send a resume and cover letter, including the job vacancy number, no later than the closing date of: **September 14, 2015** to:

Recruitment Coordinator
LPS.Humanresources@lps.state.nj.us

or

Recruitment Coordinator
Office of the Attorney General
P.O. Box 081
Trenton, NJ 08625-0085

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

